

TOWN OF MANSFIELD  
FINANCE COMMITTEE MEETING  
MINUTES OF FEBRUARY 10, 2014

Members Present: Bill Ryan (Chair), Paul Shapiro, Virginia Raymond

Other Council Members Present: Betsy Paterson (ex-officio), Alex Marcellino, Steve Kegler, Betty Wassmundt

Staff Present: Matt Hart, Cherie Trahan, Mike Nintean

1. Meeting called to order at 6:00pm.
2. Minutes from 1/13/14 meeting approved as presented.
3. Opportunity for Public Comment – Rick Hossack, Old Turnpike Road, spoke in opposition to reducing the building permit fee for Education Playcare. Arthur Smith, Mulberry Road, asked for an explanation of the final paragraph in the management letter from Blum, Shapiro – “This communication is intended solely for the information and use of management, Members of the Town Council, others within the organization, and federal and state awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties”.
4. Building Permit Fee for Educational Playcare, LLC – The Committee discussed the request from Education Playcare for a reduction in their building permit fee. Mike Nintean was in attendance to answer questions from the Committee regarding the ability of the fee revenue to cover the cost of inspections. Discussions included the fee structure being revenue neutral; and if the fee is fair and reasonable, should there be any reductions granted.
5. The Committee added Graduated Building Permit Fee to the agenda. Matt Hart recommended that staff prepare draft parameters for the use of the Council/Committee to address these requests in the future. With the development of the Four Corners area, the Town may see more requests for reductions in the building permit fee. The Committee will review the draft parameters and make a recommendation to Council as to whether to implement parameters or to remove the section of the ordinance that allows the reduction completely.
6. Quarterly Financial Report dated December 31, 2013 – The Committee reviewed the quarterly statements and Cherie Trahan answered questions regarding the same. Bill Ryan reminded us that the Cemetery Fund may need support from the Town as the investments are not providing enough return to cover expenses. Cherie will follow up with the Sexton to see if there is any opportunity to increase the price of a plot.
7. Proposed Capital Improvement Program closeouts/Adjustments – The Committee discussed the proposed adjustments and agreed to recommend approval to the Council.
8. FY 2012/13 Response to Management Comments – Cherie reviewed her memo regarding the audit recommendations and plan for research and action. Cherie will return with the results of her findings and written procedures.
9. Purchasing Activity with local (Mansfield) Merchants/Contractors – The reporting option for local vendors has been added to our accounts payable system. Cherie will do some filtering on the

reports so that only merchant/vendor activity is reported and not refunds and reimbursements. A report will be provided at the next Finance Committee meeting.

10. PA 13-60 - Consolidation of Non-education Services – Continued discussion on town recommendations to the Board of Education for sharing non-educational services. Staff will prepare a draft letter for the Finance Committee and/or Town Council to review and send to the Board of Education for recommended consolidations.

11. Other business/future agenda items – None

12. Adjournment. The meeting adjourned at 7:00 pm.

### **Motions:**

Motion to approve the January 13, 2014 minutes by Paul Shapiro. Seconded by Virginia Raymond. Motion so passed.

Motion to recommend acceptance of the Quarterly Financial Statements as of December 31, 2013 to the Town Council by Virginia Raymond. Seconded by Paul Shapiro. Motion so passed.

Motion to recommend approval of the proposed Capital Improvement Program Closeouts and Adjustments to the Town Council by Virginia Raymond. Seconded by Paul Shapiro. Motion so passed.

Motion to recommend to the Town Council that the request from Education Playcare to reduce the building permit fee be denied by Paul Shapiro. Seconded by Virginia Raymond. Motion so passed.

Motion to add Graduated Building Fee to the agenda by Bill Ryan. Seconded by Paul Shapiro. Motion passed.

Motion to instruct staff to develop parameters with which to determine if a request for reduction of the building permit fee should be approved or denied by Bill Ryan. Seconded by Paul Shapiro. Motion passed, 2 to 1 with Ryan and Shapiro in favor, Raymond against.

Motion to adjourn.

Respectfully Submitted,  
Cherie Trahan, Director of Finance